

American Embassy, Amman

Vacancy Announcement

VACANCY - ANNOUNCEMENT NUMBER: 13-25

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs) – All Agencies

POSITION Security Escort/Administrative Assistant (Job Share)

OPENING DATE: March 14, 2013

CLOSING DATE: March 27, 2013

WORK HOURS: 20 hours per work week (Part Time)

SALARY: *EFM: (Position Grade: **FP-9**)

ALL APPLICANTS MUST BE U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMs) TO BE ELIGIBLE FOR CONSIDERATION. DEFINITION OF USEFM IS PROVIDED LATER IN THIS ANNOUNCEMENT.

The U.S. Embassy in Amman is seeking an individual for the position of Security Escort/Administrative Assistant (Job Share).

BASIC FUNCTION OF POSITION:

The incumbent will assist and support the Facilities Management section with an array of facilities activities here at the Embassy compound. In addition to providing security monitoring oversight to Embassy FSN employees, contractors, vendors and cleaning services, incumbent will: draft facilities-related management notices; assist with facilities communications to mission employees and their families in notices and other written communiqués, including Dardashah "ads"; provide support on work orders in WebPass; provide support to Facilities Management section high volume of administrative responsibilities to include; award nominations, EPRs, and other HR-related forms; and update the Facilities Management Global Portal. Security Monitor duties will also support RSO to include assistance in purchasing protocol for CAA when purchasing items locally.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.

1. Successful Completion of Secondary School is required.
2. At least six months experience in administrative work, including drafting mission notices, award nomination editing, writing and editing to include management notices, as well as familiarity with Web pass is required. Must have at least six months working in an Embassy environment.
3. Level 4 (fluent) in speaking and reading English is required. English proficiency may be tested.
4. Must be willing to work after hours and on weekends.
5. Must have good interpersonal skills in communicating with customers. Must have good service skills and the ability to establish and maintain effective working relationship with others.
6. Must be able to obtain and retain a Top Secret clearance.

SELECTION PROCESS:

When fully-qualified, U.S. Citizen Eligible Family Members (USEFMs) who are U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. The USEFM does not have to be residing in country to be considered, but the sponsoring employee under COM authority must be officially assigned to Post.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Anyone who is not a U.S. Citizen EFM (as defined below in the definitions section) is not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.
7. Per Post Management Policy number 31, we only welcome applications when the USEFM is within 30 days of arrival.

TO APPLY:

Interested applicants for this position should submit the following:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix A); **or**
3. A combination of both; i.e. Sections 1 – 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. USEFM candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. USEFM candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Applications can be submitted electronically through AmmanEmployment@state.gov.

DEFINITIONS:

USEFM:

An EFM who meets all of the following criteria:

1. U.S. citizen; **and**
2. Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
3. Listed on the travel orders or approved OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e. a direct-hire Foreign or Civil Service employee or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission and who is under Chief of Mission authority; **and**
4. Is residing at the sponsoring employee's post of assignment abroad or is residing at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

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CLOSING DATE FOR THIS POSITION: MARCH 27, 2013

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the Universal Application for Employment (UAE):

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for a position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Failure to do so will result in an incomplete application, which will therefore deem the applicant ineligible for the proffered position.